Standard: *Requirements Specification*	
Issue Date: May 5, 2000	**Standard ID:** *S-PE-187*
Supersedes: **January 21, 2000**	**Rev/Change 2.0**

1. **Purpose:** To identify the information that should be recorded on a requirements specification.

2. **Creating Procedures:**

   P-PE-040 Performing Software Requirements Analysis
   P-PE-050 - Develop Products

3. **Contents:**

   Every item in the list is required to have the following items:

   a) *Unique Identifier* - (e.g., a number)
   *M*ust be unique throughout the life of the project (so we can track the add, change and delete history). You must describe your numbering scheme so that Quality Assurance and Configuration Management can approve it. An acceptable default scheme follows.

   Construct Identifiers using the following:

   > (1) 3 letter acronym for the project
   > (2) 4 digit number for the requirement with
   >> (a) subdivided by areas relevant for the particular product. Example:
   >>> 01XX = Data Acquisition
   >>> 02XX = Human/Machine Interface
   >> (b) count sequentially within a subdivision. (Do not reuse numbers of deleted requirements.) Suggestion: Initially assign these numbers with "gaps" to allow later requirements to be inserted close to related requirements.

   Sample List of Requirement Identifiers:
   RSS-0100
   RSS-0102   Added to initial list
   RSS-0105
   RSS-0110

   b) *Requirement Text -*
   (1) Be succinct. Use short sentences.
   (2) Statements should be in the active voice to show the agent that performs the function or the owner of an attribute.
   Example 1: The HMI subsystem shall display the report.
   Example 2: The Message Router shall log each message within 0.1 seconds.
   (3) Describe all unusual words or words used in non-standard ways in a Project Glossary.
   Example 1: Platform = the helicopter.

   c) *Change History –*

Describe your scheme for tracking, added, changed, and deleted requirements. This scheme must make it possible to identify the requirements affected, the action performed (A, C, D), and the date the action occurred.

Example 1: RSS-0102   Add 12 July 97

Example 2:

Identifier	Add	Delete	Change	Change
RSS-0102	01Jul97		12Jul97	
RSS-0105	01Jul97		25Jul97	

4. Format:

Project Manager Specified

5. Notes:

a) Explicit requirements help to ensure that the user rather than the programmer drives the system's functionality. If the requirements are explicit, the user can review them and agree to them. If they're not, the programmer usually ends up making requirements decisions during programming. Explicit requirements keep you from guessing what the user wants.